

How to: File Water Use, File Zero Use, and Obtain Blank Forms (Online)

Filing Water Use Online

If the form you need to file is listed below, you will need to either submit online or contact ADWR by phone (602-771-8585) or email (earp@azwater.gov). PLEASE NOTE: You no longer need a login or password to file online.

1. **GW Summary** - IGRs that may pump from wells, deliver to other rights or authorities, or use GFS (also known as in-lieu) water
2. **WQ Summary** – Type I & II Non-IGRs that may pump from wells or deliver to other rights or authorities for an industrial use
3. **ID Summary** - IGRs that do not pump from wells
4. **Short Form Summary** - Type II Non-IGRs or Groundwater Withdrawal Permit with annual allotments of 10 acres feet or less
5. **Individual Users Summary** - Turf facilities that typically don't have their own right or permit but receive water from cities, towns, private water companies or irrigation districts
6. **Irrigation Non-Expansion Area (INA) Summary** – (Irrigation or Non-Irrigation authorities in Douglas, Joseph City or Harquahala INA)

Filing Zero Water Use Online

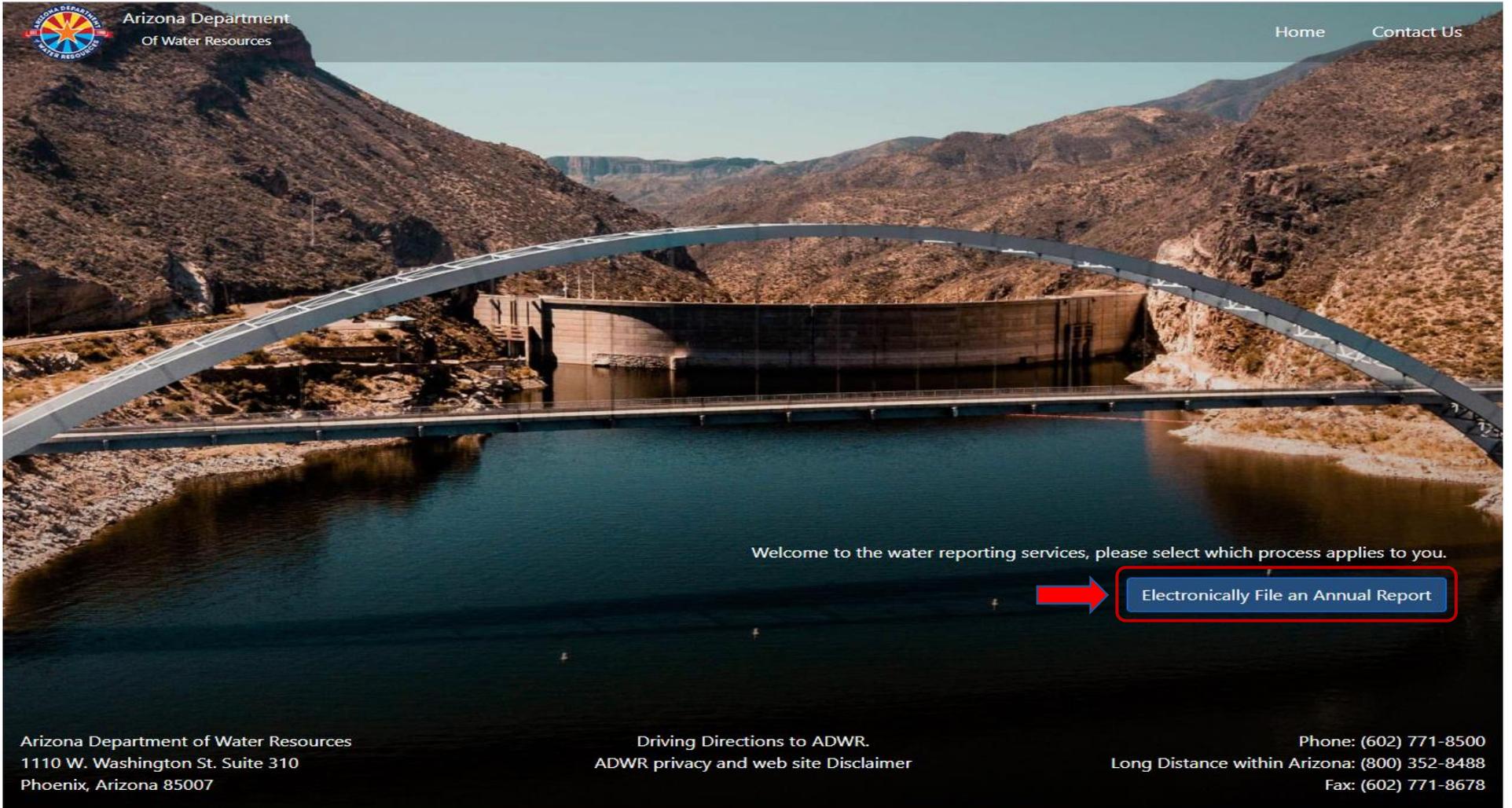
Zero Use reports can be filed online for all summary types except for Best Management Practices participants (BMPs, 88-) or Long-Term Storage Account(s) Holders (70-).

Obtaining Blank Forms Online

Use this option if the form you are filing cannot be filed online. The six forms that can be filed online are listed above.

Filing Water Use Online

Starting from the very first screen of the Online Annual Reporting Tool, click “Electronically File an Annual Report.”



The screenshot shows the Arizona Department of Water Resources website. The header includes the department's logo and name on the left, and 'Home' and 'Contact Us' links on the right. The main content area features a large image of a dam and a bridge over a river. Below the image, a welcome message reads: 'Welcome to the water reporting services, please select which process applies to you.' A red arrow points to a blue button labeled 'Electronically File an Annual Report', which is highlighted with a red rectangular border. The footer contains contact information for the department, including address, phone, fax, and website links.

Arizona Department
Of Water Resources

Home Contact Us

Welcome to the water reporting services, please select which process applies to you.

[Electronically File an Annual Report](#)

Arizona Department of Water Resources
1110 W. Washington St. Suite 310
Phoenix, Arizona 85007

Driving Directions to ADWR.
ADWR privacy and web site Disclaimer

Phone: (602) 771-8500
Long Distance within Arizona: (800) 352-8488
Fax: (602) 771-8678

Part 1: Basic Information

- A. Enter your ADWR Right Number (starts with 56-, 57-, 58-, etc.), Email Address, Phone Number, Name of Person Filing Report, and Title of Person Filing Report into the corresponding boxes.
- B. Make sure you've selected "Water was pumped or received from another source."
- C. Make sure you've checked, "I acknowledge that closing my browser without submitting my report will result in all entered data being lost," then click "Continue with Amendment."

Arizona Department
Of Water Resources

1. Basic Information 2. Right Details 3. Report Water Use 4. Confirm Information

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

A ADWR Right Number
58-100076.0005
The Annual Report for this right has already been filed. Click [Here](#) to see the Filed Report or continue to amend the report.

A Email Address: 1@1.com **A** Phone Number: 555-555-5555

A Name of Person Filing Report: Jolly Rodgers **A** Title of Person Filing Report: President

B Water was pumped or received from another source NO water was pumped or received from another source

C I acknowledge that closing my browser without submitting my report will result in all entered data being lost.

*Annual Reports submitted electronically, by mail, or in person are due by **Tuesday, March 31, 2020**

Go Back **Continue with Amendment**

Arizona Department of Water Resources
1110 W. Washington St. Suite 310
Phoenix, Arizona 85007

Driving Directions to ADWR.
ADWR privacy and web site Disclaimer

Phone: (602) 771-8500
Long Distance within Arizona: (800) 352-8488
Fax: (602) 771-8678

Part 2: Right Details

- A. On this page, you will review both the right and user information, ensuring that all information present is correct.
- B. Please ensure that the checkbox next to the statement, “I affirm that this information remains correct, or I have contacted ADWR to update my records via [email](#) or by phone,” is checked before proceeding.
- C. Once you’ve verified that the information present is correct and the checkbox is checked, click “Next Step.”

*If the information present on this page is incorrect. Please contact ADWR to update the information before proceeding, either by (earp@azwater.gov) or by phone (602-771-8585).

Arizona Department Of Water Resources

1. Basic Information 2. Right Details 3. Report Water Use 4. Confirm Information

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

Water Right Number: 58-100076.0005 | Groundwater Summary

Right information

Right Type
IRRIGATION USE
Active Management Area
PHOENIX AMA
Allotment
168.76 ac-ft
Primary Irrigation District
No Irrigation District on File
Wells
617226
Irrigation
37 acres

Customer Information

Type	Name	Address	City/State/Zip	Phone
OWNER	SUPERIOR PRODUCTS CORP OF AZ	ATTN: RENAE KOFFORD, 3450 PENROSE PL STE 150	BOULDER, CO 80301-1800	303-444-5234
REPORTING PARTY	DOBSON FAMILY FARMS	ATTN: SEAN THAYER, 1200 W QUEEN CREEK RD	CHANDLER, AZ 85248-3100	480-963-0330

I affirm that this information remains correct, or that I have contacted ADWR to update my records via [email](#) or by phone using (602) 771-8585.

Go Back **Next Step**

Part 3: Report Water Use

Withdrawn Tab:

- A. Enter the Well Number(s) associated with the authority you are filing for, along with the Well Nickname (if applicable), and the Meter Device Type (selected in the drop-down menu). Depending on the device type, a list will generate where you will enter information associated with that Meter Device Type (ex: Make/Model, Beginning Reading, Ending Reading, etc.).
- B. Once the correct information has been entered, click "Add." You may repeat this process until all wells associated with the authority you are filing for are shown on the screen. Ensure all information is correctly displayed and select "Next Step."

Arizona Department
Of Water Resources

1. Basic Information 2. Right Details 3. Report Water Use 4. Confirm Information

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

Water Right Number: 58-100076.0005 | Groundwater Summary

Withdrawn | Delivered | Received | Questions | Summary

Report Information

Well #	Quantity	Units	Metered	Comments	Details
<i>*The information, once added, should display here.</i>					

Add a new record

Well Number
Well # 55-XXXXXX

Well Nickname
Well Nickname

Meter Device Type
-- Meter Device Type --

Comments
Comments

Add **Cancel**

Go Back **Next Step**

Part 3: Report Water Use

Delivered Tab:

- A. On this page, you will enter any Right numbers, along with their associated wells, which received water from your authority during the calendar year 2019. You will also enter Water Quantity, Unit of Measurement, Measuring Methods, and any additional relevant comments related to receiving this water. Once the necessary information is added, then click “Add.”
*(*If water was delivered to multiple rights, repeat the process until all information shows up under ‘reported information.’)*
- B. After all necessary information is added and appears under “Reported Information,” proceed by clicking “Next Step.”

Arizona Department
Of Water Resources

1. Basic Information 2. Right Details 3. Report Water Use 4. Confirm Information

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

Water Right Number: 58-100076.0005 | Groundwater Summary Withdrawn | **Delivered** | Received | Questions | Summary

Reported Information Add a new record

Delivered To	Well Number	Right Type	Quantity	Units	Metered	Comments
<i>The information, once added, should display here.</i>						

Right No. Delivered To
[Text Field]

Well Number
Well # 55-XXXXXX

Water Quantity **Unit of Measurement**
Water Quantity Acre Feet

Measuring Method
 Metered Estimated

Comments
[Text Field]

Add **Cancel**

Go Back **Next Step**

Part 3: Report Water Use

Received Tab:

- A. On this page, you will enter information about water your authority received during the calendar year 2019. This includes Provider, Irrigation District, Water Source, Water Quantity and the associated Unit of measurement, Measuring Method, and any additional relevant comments. Once the necessary information is added, click “Add.”
*(*If water was received by multiple rights, providers, or both, repeat the process until all information shows up under ‘reported information.’)*
- B. After all necessary information is added and appears under “Reported Information,” proceed by clicking “Next Step.”

The screenshot shows the 'Received' tab of the 2019 Electronic Annual Report Process. The page is titled 'WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES' and '2019 ELECTRONIC ANNUAL REPORT PROCESS'. The navigation bar includes '1. Basic Information', '2. Right Details', '3. Report Water Use', and '4. Confirm Information'. The 'Received' tab is selected and highlighted in red. Below the navigation bar, there is a header for 'Water Right Number: 58-100076.0005 | Groundwater Summary' and a sub-header for 'Withdrawn | Delivered | Received | Questions | Summary'. The 'Received' sub-header is also highlighted in red. The main content area is titled 'Reported Information' and contains a table with columns for 'Provider', 'Type of Water', 'Quantity', 'Units', 'Metered', and 'Comments'. A yellow box highlights the table with the text 'The information, once added, should display here.'. To the right of the table is a form for adding a new record. The form includes fields for 'Provider' (with radio buttons for 'Irrigation', 'In-Lieu (User Pays Fee)', and 'Other'), 'Irrigation District' (a dropdown menu), 'Water Source' (a dropdown menu), 'Water Quantity' (a text input field), 'Unit of Measurement' (a dropdown menu), 'Measuring Method' (with radio buttons for 'Metered' and 'Estimated'), 'Please Provide Estimation Details' (a text area), and 'Comments' (a text area). The 'Add' button is highlighted in red and labeled 'A'. The 'Next Step' button is also highlighted in red and labeled 'B'. The 'Go Back' button is visible below the 'Next Step' button.

Part 4: Confirm Information

- On this page, you will find all the information entered into the report displayed. Carefully review this information, ensuring that everything is correct.
- Please ensure that the checkbox next to the statement, "I hereby certify that the information contained in this report is, to the best of my knowledge and belief, true, correct, and complete," is checked before proceeding.
- On the bottom of this page, you will find the total amount due, as well as two options to pay ("Remit Payment to Another Party" or "Pay Now and Complete Form"). You will be directed towards a new page based on this choice.

Arizona Department Of Water Resources

1. Basic Information 2. Right Details 3. Report Water Use 4. Confirm Information

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

Water Right Number: 58-100076.0005 | Groundwater Summary

Withdrawn | Delivered | Received | Questions | Summary

Water Right and Filer Information

Right Type	IRRIGATION USE
Allotment	168.76
Person Filing	Jolly Rodgers
Title	President
Phone Number	555-555-5555
Email	1@1.com

Withdrawn Information

Well #	Quantity	Units	Metered	Comments	Details
617226	0.000	Acre Feet	Metered		Location: SE NW NW 27 T2.0S R5.0E Device: Open Channel - Electric Meter has Other Uses: N
Total Quantity: 0.00		Acre Feet			

Water Delivered

Delivered To	Well Number	Right Type	Quantity	Units	Metered	Comments
58-130470.0001	617226	Irrigation Use	0.000	Acre Feet	Estimated	
58-130470.0002	617226	Irrigation Use	0.000	Acre Feet	Estimated	
Total Quantity: 0.00		Acre Feet				

Fee Schedule

No Applicable Withdrawal Fees Apply	\$0.00
Late Report Fee = (\$25 X 8 Month(s) Late [Max 6 Months])	\$150.00
No Applicable Late Percentage Fees Apply	\$0.00
Total Amount Due:	\$150.00

I hereby certify that the information contained in this report is, to the best of my knowledge and belief, true, correct and complete.

Go Back **Remit Payment to Another Party** Pay Now and Complete Form

Payment Options:

“Pay Now and Complete Form”

1) On this page you will choose your preferred method of payment (Credit or Debit Card, Personal Check, or Corporate Check).



Select Payment Method

Please choose the method of payment.

- Pay by Credit or Debit Card
- Pay by Personal Check
- Pay by Corporate Check

Make a Payment

Credit or Debit Card:

Required fields are highlighted with an asterisk.

Payment information:

Amount:* \$7,648.40
Right or Permit Number:* 58-101800.0001
Annual Report Type:* C

Please enter the following information about your payment method:

Cardholder's Name:*
Cards Accepted:
Card Number:*
Signature Panel Code:*
Expiration Date:* MM YYYY

Billing information:

Address Line 1:*
Address Line 2:
Country:* United States
ZIP Code:*
City:
State: --Select One--

Continue Change Payment Method

Simply enter your Credit or Debit Card information in the associated boxes and then click “Continue”.

*You may change payment method by clicking “Change Payment Method”

Payment Methods Continued on Next Page

Credit or Debit Card Continued

Please verify the following information:

Amount: \$7,648.40
Right or Permit Number: 58-101800.0001
Annual Report Type: C

Card information:
Cardholder's Name: ADWR
Card Type: Visa
Card Number: **** * 1111
Signature Panel Code: ****
Expiration Date: 12/2019

Billing information:
Address Line 1: 1110 W Washington St
Country: United States
City: PHOENIX
State: Arizona
ZIP Code: 85007



-After entering your Credit/Debit Card information and clicking "Continue", you will be brought to this screen.

-Review the information and ensure it is correct, then click Confirm (if it's correct), or Modify (If it is incorrect)

Is this information correct?

After Clicking "Confirm" you will be directed to the following page:

Arizona Department
Of Water Resources

Home Contact Us

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

*All short forms are considered **estimated**

Water Right Number: 58-101800.0001

Thank you for submitting your information report digitally. You may download the official pdf version of your submission [Here](#).

Congratulations! You have completed your 2019 Annual Report. From here you can Print a Receipt and have the option of filing another report if you have multiple reports to complete.

***Instructions for "Remit Payment for Another Party" Option on next page.**

Payment Options (Continued):

“Remit Payment to Another Party”

Arizona Department
Of Water Resources

1. Basic Information 2. Right Details 3. Report Water Use 4. Confirm Information

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

Water Right Number: 58-100076.0005 | Groundwater Summary

Please provide the other party the following link <https://test.azwater.gov/AnnualReport/ActiveManagementArea/Index/14161?Remit=True>

*Please note that your annual report will not be officially filed without completing the payment.

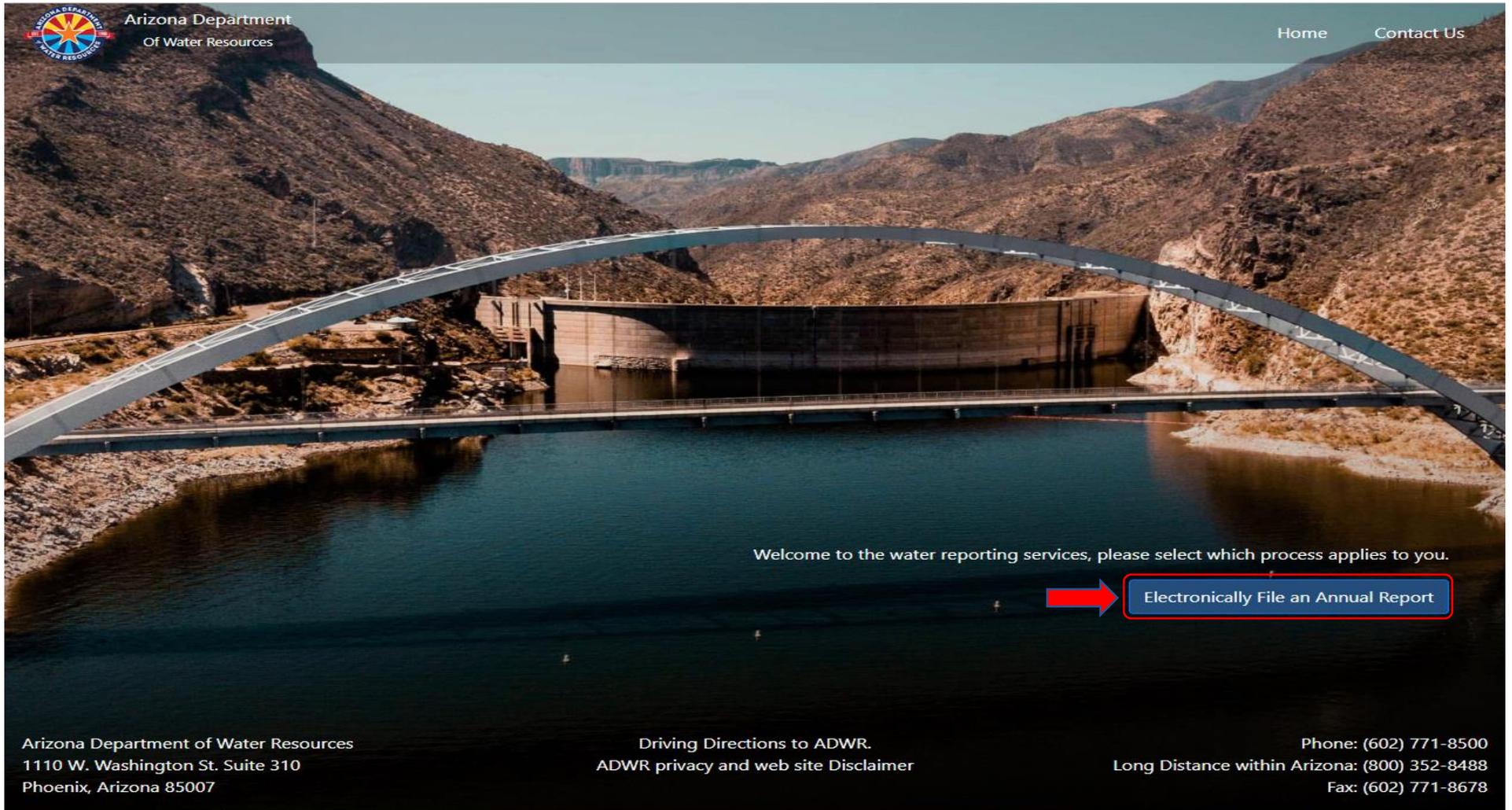
[File Another Report](#)

If Remitting Payment to Another Party, you will provide the party making payment with the link provided on this screen. Through the provided link they will have the option of making a payment.

Congratulations! You have completed your 2019 Annual Report. From here you can have the option of filing another report if you have multiple reports to complete.

Filing Zero Water Use Online

Starting from the very first screen of the Online Annual Reporting Tool, click “Electronically File an Annual Report”.



The screenshot shows the Arizona Department of Water Resources website. The header includes the ADWR logo and the text "Arizona Department Of Water Resources" on the left, and "Home" and "Contact Us" on the right. The main content area features a large image of a dam and a bridge over a river. Below the image, the text reads "Welcome to the water reporting services, please select which process applies to you." A red arrow points to a blue button with a white border that says "Electronically File an Annual Report".

Arizona Department of Water Resources
1110 W. Washington St. Suite 310
Phoenix, Arizona 85007

Driving Directions to ADWR.
ADWR privacy and web site Disclaimer

Phone: (602) 771-8500
Long Distance within Arizona: (800) 352-8488
Fax: (602) 771-8678

Part 1: Basic Information

A. Enter your ADWR Right Number (starts with 56-, 57-, 58-, etc.), Email Address, Phone Number, Name of Person Filing Report, and Title of Person Filing Report into the corresponding boxes.

B. Make sure you've selected "NO water was pumped or received from another source."

C. Make sure you've checked the box next to the statement, "I acknowledge that closing my browser without submitting my report will result in all entered data being lost," then click "Continue with Amendment."

Arizona Department
Of Water Resources

1. Basic Information 2. Right Details 3. Report Water Use 4. Confirm Information

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

A ADWR Right Number
58-100076.0005
The Annual Report for this right has already been filed. Click [Here](#) to see the Filed Report or continue to ammend the report.

A Email Address Phone Number
1@1.com 555-555-5555

A Name of Person Filing Report Title of Person Filing Report
Jolly Rodgers President

Water was pumped or received from another source **B** NO water was pumped or recieved from another source

C I acknowledge that closing my browser without submitting my report will result in all entered data being lost.

*Annual Reports submitted electronically, by mail, or in person are due by **Tuesday, March 31, 2020**

Go Back **C** Continue with Amendment

Part 2: Right Details

- A. On this page, you will review both the right and user information, ensuring that all information present is correct.
- B. Please ensure that the checkbox next to the statement “I affirm that this information remains correct, or I have contacted ADWR to update my records via email or by phone,” is checked before proceeding.
- C. Once you’ve verified that the information present is correct and the checkbox is checked, click “Next Step.”

*If the information present on this page is incorrect. Please contact ADWR to update the information before proceeding, either by email (earp@azwater.gov) or by phone (602-771-8585).

Arizona Department
Of Water Resources

1. Basic Information 2. Right Details 3. Report Water Use 4. Confirm Information

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES

2019 ELECTRONIC ANNUAL REPORT PROCESS

Water Right Number: 58-100076.0005 | Groundwater Summary

Right information		Customer Information				
Right Type	IRRIGATION USE	Type	Name	Address	City/State/Zip	Phone
Active Management Area	PHOENIX AMA	OWNER	SUPERIOR PRODUCTS CORP OF AZ	ATTN: RENAE KOFFORD, 3450 PENROSE PL STE 150	BOULDER, CO 80301-1800	303-444-5234
Allotment	168.76 ac-ft	REPORTING PARTY	DOBSON FAMILY FARMS	ATTN: SEAN THAYER, 1200 W QUEEN CREEK RD	CHANDLER, AZ 85248-3100	480-963-0330
Primary Irrigation District	No Irrigation District on File					
Wells	617226					
Irrigation	37 acres					

I affirm that this information remains correct, or that I have contacted ADWR to update my records via email or by phone using (602) 771-8585.

Go Back Next Step

Part 3: Confirm Information

- A. On this page, you will find all the information entered into the report displayed. Carefully review this information, ensuring that everything is correct.
- B. Please ensure that the checkbox next to the statement “I hereby certify that the information contained in this report is, to the best of my knowledge and belief, true, correct, and complete,” is checked before proceeding.
- C. On the bottom of this page, click “Complete Form.”

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES (TEST)

2019 ELECTRONIC ANNUAL REPORT PROCESS (TEST) [Page Instructions](#)

Water Right Number: 58-100076.0005 | Groundwater Summary [Summary](#)

Water Right and Filer Information

Right Type	IRRIGATION USE
Allotment	168.76
Person Filing	Tyler
Title	Tester
Phone Number	602-771-8514
Email	tfitzgerald@azwater.gov

Fee Schedule

No Applicable Withdrawal Fees	\$0.00
No Applicable Late Fees Apply	\$0.00
No Applicable Late Payment Fees Apply	\$0.00
Total Amount Due:	\$0.00

I hereby certify, under penalty of perjury, that the information contained in this report is, to the best of my knowledge and belief, true, correct and complete.

[Go Back](#) [Complete Form](#)

Report Submitted

- On this screen, you will have the option to print out a PDF version of your submitted report.
- You will also have the option of printing a receipt and filing a report for another right/permit/authority.

Congratulations! You have completed your 2019 Annual Report. From here you can have the option of filing another report if you have multiple reports to complete.

